

**BART Agreement Number:** 6M8182

**Approval Date:** 02/16/2021

**Work Plan:** No. B.01-01 – Office Engineer/Administrative Services for CM Support

**Scope:**

## **2. SCOPE OF SERVICES**

The Consultant is to provide a full-time Office Engineer/Administrator for approximately 40 hours/week. The Office Engineer/Administrator will be located at 300 Lakeside Drive, 9<sup>th</sup> Floor, Oakland, CA, unless otherwise directed by the District.

*Please Note: BART limits hours to a maximum of 1920 hrs. per position/per year/full-time, and 960 hrs./per year/per position for 20 hrs./wk./part time (Vacations and Holidays are not covered). Also, Direct Cost covers vehicles for inspector(s) located off site and not for employees located at the BART main office.*

Specific duties and responsibilities for the Office Engineer/Administrator shall include, but not be limited to, the following:

- a. Provide procedural, administrative support to Project Staff;
- b. Reserve/schedule conference rooms and attend weekly progress status meetings with the Contractor;
- c. Support preparation of progress meeting agendas and minutes;
- d. Receive documents from the Contractor and process incoming/outgoing correspondences, transmittals, submittals, RFIs, changes, etc.;
- e. Keep Submittal and RFI Logs updated;
- f. Route documents for approval and signatures (RFIs, changes, submittals, etc.);
- g. Track status of documents (submittals, RFIs, changes, etc.) to ensure timely response and keep Resident Engineer informed of status;
- h. Upload the signed Inspector Daily Reports (IDRs) in the WongCMS database;
- i. Assist Inspectors with files and database system information, when needed;
- j. Assist Project Manager and Resident Engineer with Change Notices and Change Orders;
- k. Assist in the review of Contractor's cost proposals and processing of invoices;
- l. Evaluate, process and route Contractor's monthly invoices for approval;
- m. Review and submit Pay Apps;
- n. Track Contractor's invoices to ensure timely payment;
- o. Update WongCMS (correspondence, transmittals, RFI Log, Submittal Log, etc.);
- p. Follow CM's QA Checklist as appropriate for various projects;
- q. Maintain paper files;
- r. Process requests for Contractor's badges and clearances and assist with on-boarding of new staff;
- s. Other tasks as directed by the Resident Engineer and/or the District.

**Prime:** Ghirardelli Assoc., Inc.

**Subconsultant:** None.

**Total Work Plan Value:** \$ 554,140